

**CLASS TITLE: SUPERVISOR OF CARE AND
DEVELOPMENT SERVICES**

Class Code: 02814200
Pay Grade: 21A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To supervise and participate in the work of subordinate staff engaged in the care, custody, and treatment of the developmentally disabled in various community based settings; to assist in the development and operations of programs designed to promote social development and rehabilitation of consumers; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the exercise of independent judgement; work is subject to review in process and upon completion for conformance to instructions and established policies and procedures.

SUPERVISION EXERCISED: Assigns, supervises, and reviews the activities of subordinate staff in a number of locations.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To supervise and participate in the work of subordinate staff engaged in the care, custody, and treatment of the developmentally disabled in community-based settings.

To be responsible for the basic financial management functions required for the efficient operation of community-based facilities.

To monitor and evaluate the progress of staff and consumers both within the community homes and in other day site settings.

To procure, provide, coordinate, and assist with adequate transportation in order to move clients to appropriate community resources.

To actively participate with professionals and specialists in an interdisciplinary team involved in developing and evaluating care and treatment plans and programs; to insure the follow through of treatment plans.

To insure that pertinent housekeeping and dietary standards and procedures are observed and maintained; to insure that house complies with fire, health, and safety standards.

To train staff in order to obtain compliance with various federal and state regulations dealing with the proper operation of community-based home.

To train staff to provide program treatments of the highest standards of the profession.

To maintain sound public relations through continuous liaison with members of the community with families, advocates, and with community-based resources.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices, and techniques used in overseeing the operation of a community-based program of care, custody, and treatment of the developmentally disabled; a thorough knowledge of the federal, state and local statutes, regulations, and procedures applicable to the efficient operation of community homes for the developmentally disabled; the ability to train and supervise subordinate staff in the proper techniques and procedures in caring for the developmentally disabled; the ability to establish and maintain effective working relationships with superiors, subordinates, consumers, and their families, members of the

community and community-based resources; the ability to evaluate the progress of consumers and to suggest appropriate adjustments in care and treatment; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of an Associate's Degree from an accredited institution including or supplemented by courses in psychology, special education, health care, or a closely related field; and

Experience: Such as may have been gained through: employment in a responsible position involving the provision of habilitative services in the care, custody, and treatment of the mentally retarded.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: April 27, 1997

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